

CHAPTER 2

RESPONSIBILITIES

A. GENERAL

1. The Act assigned to the Administrator of General Services Administration (GSA), the responsibility for supervising and directing disposition of excess and surplus property, and further assigned the Secretary of Defense responsibility for disposition of DoD FEPP.
2. The GSA Administrator delegated the responsibility for the sale and final disposition of surplus personal property which the administrator determined not needed for transfer as excess to other Federal agencies or for donation as surplus to authorized recipients. The Secretary of Defense also has responsibility under the "Act," for internal screening and redistribution of DoD property among the military services and defense agencies, and for reporting such property as excess to the General Services Administration (GSA).
3. The Director, DLA, is responsible to the Secretary of Defense for administering the worldwide Defense Materiel Disposition Program, to include the PMRP, and the Defense DEMIL Program.
4. In addition to the following responsibilities, additional specific responsibilities can be found throughout this manual, where applicable.

B. DLA RESPONSIBILITIES

1. Administer the Defense Materiel Disposition Program worldwide in the role of Integrated Program Manager.
2. Administer and monitor the PMRP.
3. Establish, coordinate and approve policy, system concepts and requirements, resource management, program guidance, budgeting and funding, training and career development, management review and analysis, internal control measures, and crime prevention for the Defense Materiel Disposition Program.
4. Maintain DoD 4160.21-M, Defense Materiel Disposition Manual, in a condition reflecting the current policy guidance of the Secretary of Defense. To accomplish this objective, a Disposal Policy Working Group (DPWG) is established consisting of representatives from DLA, each of the Military Services, U.S. Coast Guard, and GSA. Meetings shall be conducted at the call of the chair, but at least annually; will maintain the manual in a current status; and will coordinate proposed changes as appropriate. DRMS may also be a member of this working group. Attachment 1 lists the DPWG members.
5. Promote maximum reuse of excess, surplus, and FEPP.
6. Establish/disestablish disposal organizations (DRMOs) and coordinate these actions with DUSD(L), the Military Services and other DoD components when they affect disposal support currently provided. In overseas locations, coordination should also include regional combatant commanders, U. S. Chiefs of Mission, and the in-country Security Assistance Offices (SAO.)
7. Assure maximum compatibility between documentation, procedures, codes, and formats used in materiel disposition systems and the military services supply systems.
8. Program, budget, fund, account, allocate, and control personnel spaces and other resources for their respective activities.
9. Prepare and distribute prescribed reports.

10. Assume the worldwide disposal of all DoD hazardous property (HP) except for those categories specifically designated in paragraph B1, Chapter 10, Environmentally Regulated and Hazardous Property.

11. Conduct property appropriate disposal training courses, as appropriate.

C. MILITARY SERVICES/DEFENSE AGENCIES RESPONSIBILITIES

1. Recommend Defense Materiel Disposition Program policy and procedural changes to the Director, DLA, and furnish information copies to the DUSD(L).

2. Assist the Director, DLA, upon request, to resolve matters of mutual concern.

3. Furnish the Director, DLA, mutually agreed-upon data necessary to administer the Defense Materiel Disposition Program.

4. Promote maximum reutilization of excess, surplus, FEPP, and fine precious metals for internal use or as Government Furnished Material (GFM.)

5. Nominate national organizations to the DUSD(L) for special interest consideration as Service Educational Activities (SEAs), approve schools (non-national organizations) as SEAs, and recommend to DUSD(L) categories of property appropriate considered usable and necessary.

6. Provide support, including appropriate facilities, for the operations of tenanted DRMS field activities under Interservice Support Agreements (ISAs.)

a. Establish suitable locations, separate and apart from host installation active stocks. These areas should be sufficient to permit proper materiel segregation and will be convenient to road networks and railroad sidings.

b. DRMO facilities are owned by the host and shall be identified in an ISA. Host site approval must be obtained for all facility improvement projects. Non-reimbursable host maintenance and repair support, not exceeding that prescribed by regulations of the host activity, shall be included in the ISA.

c. The DRMO yard shall be fenced or otherwise protected to ensure that materials are safeguarded against theft, pilferage, or unauthorized withdrawals. Support to DRMOs on security matters is covered in ISAs by investigative agencies and security regulations of the DoD components.

7. Accomplish the disposal of property not authorized by this manual for transfer to a Special Defense Property Disposal Account (SDPDA).

8. Participate in the DoD PMRP.

9. Conduct property disposition (Reutilization and Marketing) training courses (U.S. Army Logistics Management College).

10. Administer reclamation programs and accomplish reclamation from excess material .

The U.S. Air Force is the DoD Executive agent for storing and reclaiming excess complete aircraft. The U.S. Navy is the executive agent for reclamation from stricken naval vessels.

11. Establish and administer disposal accounts, as jointly agreed to by DLA and the Military Services, to support the DEMIL and reclamation functions performed by the Military Services.

12. Report surplus merchant vessels or vessels of 1500 gross tons or more, capable of conversion to merchant use, to the Office of Management Services (Code MAR-310), Maritime Administration, U.S. Department of Transportation, 400 Seventh Street SW., Washington, DC 20590.

13. Dispose of HP specifically designated in paragraph B1, Chapter 10, Environmentally Regulated and Hazardous Property.

14. Ensure all property turned-in to DRMOs is safe to handle and non-leaking to ensure environmental compliance during transport to the DRMO and storage during the disposal process.

15. Implement DoD Resource Recovery and Recycling Program (RRRP), as directed by DoD Instruction 4715.4, Pollution Prevention.

16. Fund hazardous waste disposal.

D. DRMS RESPONSIBILITIES

1. Provide best value support for the efficient and timely reuse, transfer, donation, sale or disposal of excess, surplus, and FEPP; provide comprehensive reuse, recycling and asset liquidation support.

2. Manage the DoD systems for screening excess personal property, except as otherwise stated in this manual.

3. Promote maximum reuse of excess, surplus, and FEPP.

4. Assure transfer and donation policies and procedures are carried out.

5. Provide tailored disposal support to the DoD warfighter, where appropriate and necessary.

6. Obtain optimum return on investment for all Government property sold.

7. Maintain and control the consolidated DoD bidders list and serve as the DoD focal point for inquiries pertaining to disposable property sales.

8. Develop and administer an Information Technology (IT) system for controlling and accounting for excess, surplus and FEPP, in consonance with DLA system requirements.

9. Develop, compile, and publish pertinent data relating to the Defense Materiel Disposition Program.

10. Implement DLA programs for physical, personnel, and information security.

11. Develop surveillance programs for Defense Materiel Disposition Program operations to assure optimum reutilization, proper DEMIL, environmentally sound disposal practices, and compliance with applicable regulations.

12. Prepare sale solicitations, conduct sales, and execute and administer all sales contracts including the processing of disputes, protests, and claims pertaining to sales and sales contracts.

13. Operate the recovery aspects of the PMRP.

14. Maintain effective liaison and take coordinated actions, to resolve, eliminate, or reduce operating problems.

15. Prepare and distribute prescribed reports.

16. Serve as the office of primary responsibility for Chapter 10 (Environmentally Regulated and Hazardous Property) of this manual.

17. Exercise operational supervision of DRMOs.

18. Perform centralized support service functions needed for operational control, coordination, and administrative support to including coordination of civilian personnel, administration, training, and coordination of the ISAs.

19. Provide technical assistance to DRMOs to assure compliance with performance of functions in accordance with policies and regulations. Review DRMO operations to ensure compliance with the DoD DEMIL/Trade Security Program.

20. Monitor property accountability, and approve adjustments/corrections to property accounts for assigned DRMOs.

21. Comply with implementing guidance relative to relationships with Commanders of Unified Commands as prescribed in DoDD 5105.22, Defense Logistics Agency, enclosure 2.

22. Support disposal of Military Assistance Program (MAP) property and other foreign-owned property (see DoD 5105.38-M, Security Assistance Manual).

23. Monitor DRMO PMRP operations and provide support to Military Service, DoD and participating Federal agencies.

E. DRMO RESPONSIBILITIES

1. Provide assistance and disposal service to authorized customers.

a. Explain turn-in procedures and train generating activities in scrap segregation practices.

b. Maintain liaison with generating activities to ensure visibility of generations to avoid unmanageable fluctuations in workload.

c. Receive excess, surplus, FEPP, nonsalable materiel, and other authorized turn-ins from generating activities.

d. Inspect and classify property; verify identity and quantity; determine disposal condition codes and process property for disposal.

e. Maintain property accountability and control of excess, surplus, and FEPP; establish and maintain centralized accounting records.

f. Provide or arrange adequate covered storage to protect property from the elements and maintain its value and condition. Store property to prevent contamination or mixing, ensure proper identification and segregation, and be readily accessible for inspection.

(1) Ensure property segregation bins or areas are prominently marked, labeled, tagged or otherwise readily identifiable with the property locator record. Property should, to the extent practicable,

be baled, boxed, bundled, bagged, binned, or stored to prevent mixing and to facilitate handling and accessibility.

(2) Establish appropriate storage locations when sufficient space, covered and open, is available for property while undergoing screening. Sales of property should be conducted from these locations to avoid double handling of property.

g. Operate hazardous waste (HW) storage facilities (based on host installation and DRMS' agreements), meeting all applicable environmental standards and requirements, including the Resource Conservation and Recovery Act (RCRA), as amended.

2. Represent their parent agency DRMS in matters pertaining to established ISAs. Coordinate with the local installation to resolve matters of mutual concern.

3. Promote maximum conservation of strategic and critical materials and precious metals. Process precious metals bearing property under the DoD PMRP.

4. Conduct periodic inventories and prepare required inventory adjustment documents.

5. Promote maximum reutilization, transfer, and donation (RTD) of excess, surplus, and FEPP. Process authorized RTD requests.

6. Provide assistance to all authorized screeners, donees, and other interested persons.

7. Perform market research to determine sales potential for available property to obtain optimum return on investment.

8. Coordinate with the DRMS to promote effective marketing for property sales.

9. Prepare and submit sales listings and recommend the pertinent sales methods. Recommend special conditions for unusual requirements or restrictions for inclusion in the sale.

10. Conduct property sales.

11. Provide assistance to prospective purchasers.

12. Release property to buyers upon receipt of proper documentation. Assist Sales Contracting Officers (SCOs), as required, to administer the terms of sale.

13. Deposit sale proceeds and other funds received, including storage charges.

14. Supervise operations of subordinate offices.

15. Ensure DEMIL and appropriate TSC of MLI/CCLI, in accordance with DoD 4160.21-M-1.

16. Where local DEMIL is not feasible, prepare, package, and crate small arms weapons and parts for shipment to Rock Island for DEMIL in accordance with DoD 4160.21-M-1, and DoD 5100.76-M, Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives.

F. INVENTORY CONTROL POINT (ICP) RESPONSIBILITIES

1. Assure maximum reutilization of property in DRMOs.

2. Process other ICP interrogations/requisitions (fill/kill) for requirements assigned a

Uniform Material Movement and Issue Priority System (UMMIPS) Priority Designator falling within Issue Priority Group 1 (Priorities 01-03) considering on-hand assets to the same extent as it would to satisfy its own Service requisitions.

3. Prepare data, reports, and recommendations as prescribed here and maintain backup materiel for audit review.
4. Provide DRMS with points of contact for operational matters, such as: Reutilization, Donation, DEMIL, Precious Metals, HP (See additional PMRP responsibilities for the Defense Industrial Supply Center [DISC] in Chapter 11, PMRP.)
5. Identify items requiring DEMIL and direct DEMIL of those items which cannot be physically accepted by a DRMO.
6. Submit available technical data needed to prepare specialized offers and reclamation requirements, when requested.
7. Identify items requiring reclamation and advise Military Service/Defense Agency ICPs/Integrated Materiel Managers (IMMs) of items with reclamation potential.
8. Prepare and forward reclamation transactions for the interservice interchange of data for component parts with reclamation potential.
9. Process reclamation notifications/data interchange transactions of other ICPs.
10. Participate in all other programs specified in this manual, as applicable.

G. DISPOSAL REPORT RESPONSIBILITIES

1. This section contains the disposal report requirements pertaining to the disposal of excess, surplus, and FEPP by the DoD and the DLA.
2. The Military Services are responsible for providing input to the Program Administrator's Report (PAR), RCS DD-M (A) 891 by reporting disposal actions performed directly by the Military Services. This data will be consolidated within each Military Service and reported to DRMS within 10 calendar days after the end of each fiscal year. The disposal report is contained in Attachment 2. The Military Services should report only applicable data.
3. DRMS is responsible for providing input to RCS: 891, by reporting disposal actions performed by DRMS and incorporating disposal data provided by the Military Services. The consolidated data will be reported to DLA within 20 calendar days after the end of each fiscal year. This data will be made available to internal and external entities.
4. DLA is responsible for providing RCS: 891 to DUSD (L) within 30 days following the end of each fiscal year. DLA is also responsible for developing and providing data for the Report of Property Transferred to Non-federal recipients, IRC 0154-GSA-AN. This annual report is required by GSA and includes property provided by DoD to other than federal activities. The report includes acquisition value of line items provided to each recipient. This report will be provided (in narrative format) to GSA within 45 days following the end of each fiscal year.
5. DUSD (L), and DLA will independently develop secondary item information from RCS: 891 data regarding the disposition of excess, surplus and/or FEPP performed directly by the Military Services. The report must also contain data relevant to direct sales of recyclable materials. The data will be reported to DRMS within 10 calendar days after the close of the fiscal year in the format contained in Attachment 2.

H. CUSTOMER SERVICE. The DoD serves the public by defending American interests; by ensuring that the lives of Americans supplying this defense and the dollars used to furnish this service, are used wisely; and by being perceived as a “good neighbor” in all dealings with the public. All DoD components shall comply with the spirit and intent of Executive Order 12862 “Setting Customer Service Standards.” Organizations should seek to enhance their effectiveness by setting the following results-oriented goals: delivery of ever-improving value to customers, resulting in mission success; and improvement of overall organizational performance and capabilities.

DISPOSAL POLICY WORKING GROUP REPRESENTATIVES
(Reference Chapter 2, Paragraph B2)

Office of Secretary of Defense	Office of Deputy Under Secretary for Logistics DUSD/L The Pentagon (Room 3B740) Washington, DC 20301-8000 DSN 223-5716 Commercial (703) 693-5716
Army	HQDA (DALO-SMP) Office of the Deputy Chief of Staff for Logistics 500 Army Pentagon Washington, DC 20310-0500 DSN 225-1059 Commercial (703) 695-1059
Navy	Naval Supply Systems Command Code 41243A 5450 Carlisle Pike P.O. Box 2050 Mechanicsburg, PA 17055-0791 DSN 430-7029 Commercial (717) 790-7029
Air Force	Air Force Materiel Command HQ AFMC/LGIA 4375 Chidlaw Road, Suite 6 Wright-Patterson AFB, OH 45433-5006 DSN 878-5498 Commercial (937) 257-5498
Marine Corps	Commandant of the Marine Corps LPP-2 2 Navy Annex Washington, DC 20380-1775 DSN 225-8946 Commercial (703) 695-8946
Coast Guard	Commandant, Headquarters, U.S. Coast Guard HQ USCG/G-CFM-3 2100 Second Street, SW Washington, DC 20593-0001 (202) 267-0654
Defense Logistics Agency	Headquarters, Defense Logistics Support Command DLSC-LC 8725 John J. Kingman Road Fort Belvoir, VA 22060-6221

DSN 427-1529/1534
Commercial (703) 767-1534/1529

General
Services
Administration

Personal Property Management Policy Division
GSA, Office of Government-Wide Policy (MTP)
1800 F Street, NW, Room 1221
Washington, DC 20405
Commercial (202) 501-3846

DISPOSAL DATA REPORT REQUIREMENTS

Reference : Paragraph G

A. DISPOSAL OF DECLARED EXCESS PROPERTY

1. USEABLE PROPERTY -- Provide inventory value (acquisition value) of property, broken out by type; aircraft, ships; ammunition, explosives and dangerous articles (AEDA), and other declared excess property. Indicate amount of generations, dispositions and ending inventory.

2. SCRAP - provide weight (tonnage) of property, broken out by type; ferrous, nonferrous, and other scrap & waste. Indicate amount of generations, dispositions & ending inventory.

SAMPLE FORMAT:

	GENERATIONS FY___	DISPOSITION FY___	ENDING INVENTORY FY___
USABLE PROPERTY (IN MILLIONS)			
AIRCRAFT	_____	_____	_____
SHIPS	_____	_____	_____
AEDA	_____	_____	_____
OTHER DECLARED EXCESS	_____	_____	_____
TOTAL	_____	_____	_____
SCRAP (TONNAGE)	_____	_____	_____
FERROUS	_____	_____	_____
NONFERROUS	_____	_____	_____
OTHER SCRAP & WASTE	_____	_____	_____
TOTAL	_____	_____	_____

B. PROPERTY TYPE AND DISPOSITION METHOD. Provide inventory value (millions) of useable property by property type: aircraft, ships, AEDA and other declared excess property. Indicate how property was disposed; intra & interservice utilization within DoD, security assistance, transfers to other Federal agencies, donations, sales, expended to scrap, and other disposals.

Secondary items to be reported in Section A.2., are the same as reported in the Supply System Inventory Report in Chapter 4, Section C4.7 of DoD 4140.1-R, DoD Materiel Management Regulation. Aircraft parts (principle items), as opposed to aircraft, is an example of a secondary item.

SAMPLE FORMAT:

	OTHER DECLARED EXCESS FY_____	AIRCRAFT FY_____	SHIPS FY____	AEDA FY____	TOTAL FY____
<u>DISPOSITION</u>					
<u>METHOD</u>					
UTILIZATION					
WITHIN DoD	_____	_____	_____	_____	_____
SECURITY					
ASSISTANCE	_____	_____	_____	_____	_____
TRANSFERS TO					
OTHER					
FEDERAL					
AGENCIES	_____	_____	_____	_____	_____
DONATIONS	_____	_____	_____	_____	_____
SALES	_____	_____	_____	_____	_____
EXPEND TO					
SCRAP					
OTHER					
TOTALS					

C. PROCEEDS FROM SALES OF DECLARED EXCESS

1. Usable Property - Provide proceeds from sale of property, broken out by type; aircraft, ships, AEDA, and other declared excess property.

2. Scrap - Provide proceeds from sale of scrap (including recyclable materials), broken out by type; ferrous, nonferrous and other scrap and waste.

Sample Format:

	PROCEEDS (\$)
	FY_____
<u>USABLE PROPERTY</u>	
Other Declared Excess	_____
Aircraft	_____

Ships	_____
AEDA	_____

TOTAL

SCRAP

Ferrous	_____
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Nonferrous	_____
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Other	_____
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TOTAL

TOTAL PROCEEDS	_____
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D. PRECIOUS METALS RECOVERY PROGRAM (PMRP)

1. Recovery. Provide weight (troy oz) recovered, market value of metals recovered cost incurred by type of precious metal (silver, gold, platinum, palladium).

2. Issues. Provide weight (troy oz) issues market value if issues, stock fund value, and estimated cost avoidance (savings from issues) by type of precious metal (silver, gold, platinum, palladium).

3. Inventory. Provide weight (troy) inventory available for issue by type of precious metal silver, gold, platinum palladium).

SAMPLE FORMAT:

		Silver	Gold	Platinum	Palladium	Total
RECOVERY	RECOVERED	_____	_____	_____	_____	_____
	MARKET VALUE	_____	_____	_____	_____	_____
	RECOVERY COST	_____	_____	_____	_____	_____
ISSUES	EXT MARKET VALUE	_____	_____	_____	_____	_____
	EXT ISSUE VALUE	_____	_____	_____	_____	_____
	EST COST AVOID	_____	_____	_____	_____	_____
INVENTORY	INVENTORY AVAIL. FOR ISSUE	_____	_____	_____	_____	_____

E. HAZARDOUS PROPERTY (HP)

1. GENERATIONS. Identify number of line items and acquisition value of hazardous property.
2. DISPOSITIONS. Indicate number of line items of hazardous property disposed by reutilization/transfer/donation sold or other dispositions.
3. Sale proceeds. Identify proceeds of hazardous property sold.
4. Contract Cost. Identify costs of hazardous property disposal contract (DRMS, DLA or DoD Activities).

SAMPLE FORMAT:

DISPOSAL OF HAZ WASTE/MAT'L PROPERTY
FY_____

GENERATIONS	
ACQUISITION VALUE (\$)	_____
DISPOSITIONS	
R/T/D	_____
SOLD	_____
ULTIMATE DISPOSAL	_____
OTHER DISPOSITIONS	_____
SALES PROCEEDS (\$)	_____
ULTIMATE DISPOSAL	
CONTRACT COSTS (\$)	_____
DLA(\$)	_____
DoD ACTIVITIES (\$)	_____

(FIGURES ARE IN LINE ITEMS EXCEPT WHERE NOTED)

F. DRMS expenses - Provide expenses by budget project/account to include net operations and maintenance expenses and PMRP reimbursable from stock fund.

DRMS EXPENSES
FY_____

BUDGET PROJECT/ACCOUNT

OPERATIONAL ACTIVITIES	_____
MAINTENANCE EXPENSES	_____
PRECIOUS METALS RECOVERY	_____
(Reimbursable from stock fund)	
TOTAL EXPENSES	_____